



## Curatorial Responsibilities of Collectors

If you are issued a research permit that allows collecting in Denali National Park and Preserve, your signature on the permit indicates that you agree to comply with the National Park Service's policies as well as park- and project-specific conditions of the permit established by Denali National Park and Preserve. One of the Service-wide stipulations for researchers is that standard protocols be followed about any collections you may make as part of your study. (Please refer to the **General Conditions** of your Scientific Research and Collecting Permit where "Collection of specimens" is described.)

This document outlines in checklist form what it takes to comply with NPS regulations related to collections and the curation of any specimens\*. If you collect specimens that are not destroyed in analysis, regardless of where they are kept, they are the property of the National Park Service, and thus subject to these regulations.

\*If you will be submitting field notes, maps, or datasheets to Denali (if requested), see Note on page 3.

### **CHECKLIST for the Researcher related to collecting specimens that will not be destroyed during analysis.**

#### **Before your research begins as part of your application:**

- ☐ Describe in your application and study plan the kind of collections you would like to make (be specific about size or number of specimens to be collected)

#### **If you want these specimens to reside for a short or a long time in a place other than the Denali Museum, the following apply:**

- ☐ Arrange for short- or long-term loan to another institution (even for just during your study)
- ☐ Contact the other institution and discuss the loan with that institution's museum curator or person in a similar role
- ☐ Print a copy of your NPS research application (at the bottom is a signature line that needs to be signed by the curator of the institution agreeing to the curatorial responsibility while the specimens are on loan)
- ☐ Return the signed copy to the Research Administrator at Denali (Lucy Tyrrell)

**When you are collecting (if issued a permit):**

- ☐ Record the following information about the specimens you collect, in addition to any other information you may wish to document, so it will be available for your specimen labels later.

- |   |  |
|---|--|
| • Classification                        | • Formation (for geology)                |
| • Collector                             | • Identified By and Date                 |
| • Collection Date                       | • Period/System (geology & paleontology) |
| • Collection Method (Shovel, hand, etc) | • Preservation and/or preparation        |
| • Collection Number                     | • Quantity or item count                 |
| • Collection Site                       | • Specimen name (scientific and common)  |
| • Condition                             | • T/R/S or UTM or Lat./Long. or GPS      |
| • Description                           | • Type (if designated)                   |

Note: Accession number and Catalog number will be provided by Denali museum.

**When you are finished collecting before you leave Denali:**

- ☐ Obtain an accession number for your collection from the Denali Park Museum Program staff (Ann Kain; see contact information below). This accession number must eventually appear on the label of each specimen collected. *Specimens may not leave the park until they are accessioned and the Denali Park Museum Program staff record the accession number. Please plan sufficient time to complete this step! If, for some reason, you cannot come to Park Headquarters, please call the Denali Museum staff at (907) 683-9607 or (907) 644-3615 to discuss another acceptable arrangement for getting accession numbers.*
- ☐ Report to Denali Park Museum Program staff the number (or approximate number) of specimens that were collected at Denali. Museum staff will assign you a block of catalog numbers—one number for each specimen that will be permanently retained (not destroyed).
- ☐ Obtain an NPS Outgoing Loan Agreement form, to be signed by the individual responsible for the loan. (All specimens, as well as their derivatives and byproducts, remain the property of the United States). NPS policy requires that long-term loans be renewed every 10 years.
- ☐ Obtain from Denali's Museum Program staff
- Cataloging instructions (including the list of required fields and the proper format)
  - Blank and sample worksheets (if needed)
  - A copy of the Automated National Catalog System (ANCS+) software (at the request of the cataloger) to allow direct entry of data and to generate NPS specimen labels, along with instructions for completing the labels.

### **A word about specimen labels:**

If you use ANCS+, NPS labels can be generated electronically. ANCS+ is a Windows-based, user-friendly program based on a commercial product called Re:discovery.

Other software can be used such as “Excel” or “Filemaker Pro.” From these databases information can be easily transferred into ANCS+.

Labels should be printed on archival quality (acid-free) paper or Tyvek using permanent ink. All labels **must** contain Denali National Park and Preserve accession and catalog numbers in permanent ink, in the following format:

DENA-1234 [for the accession number—please note the hyphen]

DENA 99999 [for the catalog number]

**The hyphen placement is necessary to distinguish the accession number from the catalog number.**

### **Soon after leaving Denali National Park and Preserve:**

☐ Call in your specimen count to the Park Museum Program staff (if you did not know this when you left the park), so you can get your catalog numbers over the phone. When you call, please have the following information ready:

- your permit number and accession number
- dates collecting began and ended
- number of specimens collected (estimates are acceptable for large collections)
- the name of the repository/institution in which the specimens will be housed, and the name and title of the individual who will be responsible for the specimens

### **As soon as practical:**

☐ Submit any specimens along with your labels and associated documentation to the Denali Museum (if they are to be permanently retained at Denali) OR to the repository where they are to be stored (on loan). **Specimens that are consumed in the course of research need not be cataloged.**

### **Within one year of the final date of collecting:**

☐ Submit at least one of the following to the Denali National Park and Preserve Curator's office:

- Completed NPS cataloging worksheets and/or an electronic copy of your ANCS+ database
- A printout of your institution's catalog records, including fields showing Denali National Park and Preserve accession and catalog numbers; and the institution's catalog or tracking number.

☐ **NOTE:** If requested as part of your permit, please send copies of all of project field records (notes, maps, recordings, etc.) to the Denali National Park and Preserve Museum Program at the address below. Please copy notes, maps and other written or printed matter onto acid-free paper. This requirement is a safeguard, in case original materials are accidentally destroyed or lost in the future.

**If you find that you will have trouble meeting these deadlines, call or write the Museum staff at the address below to make other arrangements.**

Please feel free to contact the Denali National Park and Preserve Museum Program staff at any time in this process with any questions. We are here to help you comply with the terms of your permit and make compliance as easy as possible, under current regulations.

Museum Program  
Denali National Park and Preserve  
P.O. Box 9  
Denali Park, AK 99755  
(907) 683-9607 or (907) 644-3615  
e-mail: ann\_kain@nps.gov

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